

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-038

OPEN PERIOD:

1/19/2010 – 2/2/2010

JOB TITLE:

Human Resources
Assistant (Military)

PAY GRADE AND SERIES:

GS-0203-06/07

PAY RANGE:

\$37,365 - \$53,983

POSITION LOCATION:

Sacramento, CA.

UNIT:

JFHQ - MILPO

PDCN #: 70541000
Security Clearance Required:

Secret

APPOINTMENT TYPE: PERMANENT - DUAL STATUS
AREA OF CONSIDERATION: CURRENT CALIFORNIA NATIONAL
GUARD MEMBERS/TECHNICIAN

Military grade of E-1 through E-6.

Compatible Military Grade Assignment: MOS 42A.

Key Requirements:
THIS IS A PERMANENT POSITION

This position is located in the Military Personnel Office (MILPO) of the Army National Guard. The purpose of this position is to serve as the final reviewer and procedural authority of personnel actions submitted to the MILPO by lower echelons. Work is to be performed in one or more of the following work areas: Officer or Enlisted Personnel Management (OPM, EPM); Retirement Points Accounting Management (RPAM); Selected Reserve Incentive Program (SRIP); Montgomery G.I. Bill; MOS Medical Review Board (MMRB); Line of Duty (LOD) investigations; and Funeral Honors/Casualty Assistance.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS authorized upon approval and subject to the provisions of the Joint Travel Regulations

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

Human Resources Assistant (Military) GS-0203-06 (Trainee): Must have 9 months of specialized experience in one or more areas of civilian personnel operations; experience in personnel work in making person-to-person contacts to explain regulatory, procedural, and policy requirements; experience in processing transactions of an unusually complicated nature, such as regulatory and procedural problems concerning reductions in force, grievances, classification appeals, etc.; experience in preparing reports using data from various source documents and preparing reports according to prescribed guidelines.

Human Resources Assistant (Military) GS-0203-07: Must have 12 months of specialized experience in one or more areas of civilian personnel operations; experience in personnel work in making person-to-person contacts to explain regulatory, procedural, and policy requirements; experience in processing transactions of an unusually complicated nature, such as regulatory and procedural problems concerning reductions in force, grievances, classification appeals, etc.; experience in preparing reports using data from various source documents and preparing reports according to prescribed guidelines.

TRAINEE POSITION: Applicants not meeting full qualifications for the GS-07 position indicated above may be considered for GS-06 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-07 upon meeting full qualifications and

recommendations of supervisor.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of basic rules, regulations and policies which govern performance of the work.
2. Ability to communicate both orally and in writing.
3. Knowledge of government wide rules, regulations, laws, and policies governing the type of transactions being dealt with.
4. Skill in gathering information, data, and preparing reports.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: For the first six months of specialize experience, study successfully completed in a resident school above the high school level may be substituted at the rate of one academic year of study for six months of specialized experience, provided the study included at least 6 semester hours in subjects closely related to the personnel field. Such subjects include: English Composition; Public Administration; Personnel Administration; Statistics, Psychology, or other courses where primary emphasis is on writing skills.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE
www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from

HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER